

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**STATE-ISSUED PROPERTY MANAGEMENT**

**Responsibilities**

This chapter deals with state government property only. For personal property claims, see Chapter 11.

All employees are responsible for the care, use, and custody of all property; the prompt return of unneeded property; and for promptly reporting property that is lost, stolen, or damaged.

The Incident Commander has overall responsibility for establishing and maintaining a sound property management program for the incident.

All supervisors are responsible for ensuring that personnel under their supervision adhere to all property accountability procedures.

**Property Management Program Procedures**

An effective property management program includes the following:

- Establishment of areas where the property is stored and protected
- Designation of personnel to receive property
- Establishment of receipting procedures
- Establishment of property identification and marking procedures
- Designation of employees to issue property
- Establishment of property accountability controls
- Establishment of property clearance and demobilization procedures

**Security and Storage**

Property stored at an incident base, spike camp, staging area, or area office must be adequately protected to prevent theft, vandalism, or damage from the elements. Access to these areas must be restricted to those personnel with designated property management responsibilities. Appropriate protection measures may include private security or agency law enforcement.

**Property Ordering Procedures**

Property movement between Areas, Regions, and incidents shall be controlled and initiated by generating a resource order. This is an important link in the chain of property management. The resource order documents the need for property, and is the initial approval level. All ordering should be done with the Incident Commander's direct or delegated approval.

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## **Property Receipting Procedures**

Property and supplies are furnished from a variety of sources, and prompt reports of receipt must be made to the administrative unit having jurisdiction. This report of receipt may be in the form of invoices, packing lists, or shipping documents. The designated receiving official must verify that the items listed are received, and must note any shortages, overages, and damage. If no documents accompany the shipment, there are forms available, such as Alaska Division of Forestry Warehouse Issue/Return (10-1505), and State of Alaska (SOA) Property Receipt (02-657) to collect the required information. There are also federal versions of these forms.

From Government Sources of Supply and Agency Fire Caches and Warehouses - Acknowledge receipt on Form 10-1505, or Federal Form OF-285, Warehouse Supplies.

From Commercial Sources of Supply (Petty Cash and Charges) - Receipt of property and supplies purchased by this method must be acknowledged by an original bill, sales slip, cash register tape, or invoice. If none of these are available, use a blank piece of paper and include vendor's name, address, phone number, tax ID# or SSN, and signature, along with a list of items purchased. Federal form SF-1165, Receipt for Cash-Subvoucher may be used.

## **Identification**

Most property received from agency support systems is identified as State or government property. Capitalized property must always be identified, or "tagged."

Non-Expendable - These items are usually equipment, and must be identified as State or government property, and are usually "tagged".

- State capitalized property is tagged with a 6, 7, or 8-digit tag.  
13-xxxxxx is Enterprise Technology Services property (radios).
- Federal property is usually stamped or painted with "US Govt."

Expendable - Items received from GSA are usually stamped "FSS."

## **Property Accountability Controls**

Non-Expendable Property List - All units, including the incident base must maintain a list or inventory of non-expendable property assigned to it, as an aid to property control. This list must show the agency tag and serial numbers assigned to the property.

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Issues, Transfers, and Returns

- Issues to Personnel - The transfer of all tools and other recoverable property must be recorded at the time of issue. This can be done on a SOA Property Receipt (02-657), a General Message Form (OF-213), or even on a blank piece of paper, as long as the proper information is recorded and the property items signed for.
- Transfers between Crews and Personnel - Transfers of property must be documented and signed for in order to maintain accountability. Forms that require the same information as issues may be used as long as the proper information is recorded and property items signed for.
- Returns from Personnel – Items that are excess to an incident’s needs or those items in need of repair must be returned in a timely manner. Resources are limited and many items are cleaned and reused. Items designated as reusable and returnable are to be returned by personnel to the issuing warehouse cache or other designated point. Items returned are inspected and compared with the list and quantities recorded on the issuing document. Shortages or damages are noted, and a determination will be made as to whether or not to charge the employee.
- Returns from Incidents - Items returned that are excess to an incident’s needs or those items in need of repair must be returned in a timely manner. Resources are limited and many items are cleaned and reused. Items returned from incidents must be accompanied by return paperwork to document what is being returned. An Alaska Division of Forestry Warehouse Issue/Return form (10-1505) should be used. Damaged items must be clearly “flagged or tagged” to help aid the warehouse in determining which items need to be repaired or discarded so that they will not be reissued in a defective state.
- Damage/Loss - Some damage and loss occurs occasionally because of the nature of fire suppression activities. All employees shall provide an adequate explanation when damage or loss occurs. Explanations are documented on a Federal Property Loss or Damage Report, Fire Suppression (OF-289). The employee, supervisor, or a witness must include any appropriate comments or statements on the form. The Incident Commander, Logistics Section Chief, or Area Forester, as appropriate, shall include written comments and sign the form. A SOA Lost-Stolen-Damaged Property Review form (02-627) is used alone for non-fire suppression losses.

**Clearance and Demobilization Procedures**

Property and time recording personnel shall coordinate efforts to accomplish clearance through the Plans Section. Employees’ final time reports must not be processed until clearance is obtained from the property-managing section. If employees refuse to cooperate, all facts must be recorded in writing and attached to the final time report for processing.

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## **Summary of Forms**

*Property Receipt (02-657)* (page 5). This form is used for issues and returns to/from personnel, and transfers of assigned property.

*Division of Forestry Warehouse Issue/Return (10-1505)* (page 6). This form is used for issues and returns to/from State warehouses and caches, staging areas, etc.

*Lost-Stolen-Damaged Property Review (02-627)* (page 7). This form is used **with** federal form OF-289, Property Loss or Damage Report (page 8) to document suppression-related losses of government property. The OF-289 is often used at the field level, as it is the interagency form. If used, the Area Forester must attach a 02-627 to it, with appropriate sections filled out. Form 02-627 is always used on its own to document non-suppression losses.

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STATE OF ALASKA  
**PROPERTY RECEIPT**

From: (Dept./Div./Location) <b>Supply</b>	To: (Dept./Div./Location) <b>John Firefighter</b>	Date: <b>7/12/08</b>
<input checked="" type="checkbox"/> <b>ISSUE STOCK</b> <input type="checkbox"/> TEMPORARY ISSUE (Intra-agency) <input type="checkbox"/> TEMPORARY LOAN (Inter-agency)		

FOR PERMANENT TRANSFERS USE FORM 02-622, (REF. PROPERTY MANUAL, CHAPTER 4)

FCH # Applicable	Qty	Description of Item	Date to be returned	Date Returned	Initial/Partial Returns
<b>13D-1234</b>	<b>EA</b>	<b>King Radio</b>	<b>7/15</b>		

Issued By: (Signature) <b>Joe Supply</b>	Received By: (Signature) <b>John Firefighter</b>
Type or Print Name <b>Joe Supply</b>	Type or print Name <b>John Firefighter</b>

Loaning Agency retains original and borrowing Agency retains copy until ALL items returned. Loaning Agency will initial for partial returns; both copies may be destroyed when all items have been returned.

02-657 (8/80)  
DRAFT

ALASKA Division of Forestry						Warehouse <input type="checkbox"/> Issue <input checked="" type="checkbox"/> Return		Requisition No:	
From: Supply		To: Joe Firefighter		Fire Name: Fish Creek		Fire No.: 111246		Date Needed	
Mode of Transportation: (GBL No.)				Account Code:		Resource Order No:			
Order Request Number	Catalog Number	ITEM DESCRIPTION (Property Number if Applicable)				Qty.	Unit Issue	Weight	
	0579	Shirt, Fire, Large				1	EA		
	0022	Bag, Sleeping				1	EA		
Issued By: 				Date:		Total Pieces/Weight:			
Received By: Joe Supply				Date: 7/12/0X		Posted to Inventory: By:			
Comments:									

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State of Alaska

**LOST-STOLEN-DAMAGED PROPERTY REVIEW**

No. 48274

(See State Property Manual for Instructions)

1. Department <b>Natural Resources</b>		2. Division <b>Forestry</b>		3. Section		4. Date <b>8/10/XX</b>	
5. Property Location <b>TOK</b>		6. Check One <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged, repairable <input checked="" type="checkbox"/> Destroyed				7. Police Notified <input type="checkbox"/> Yes, attach report <input checked="" type="checkbox"/> No, explain in 13	
8. Serial No. <b>37205</b>		9. Description <b>One Stihl 036 chainsaw</b>				10. Class Code	
11. Tag No. <b>10-13788</b>						12. Value <b>\$ 360</b>	
13. Circumstances (Include Names of Witnesses): <b>Chainsaw was placed on a pallet of cubies and the forklift came by and knocked it off, driving over it, breaking the bar and cracking the motor casing.</b>							
Signature of Custodian <b>Ada McKenzie</b>		Printed Name & Title <b>Ada McKenzie, Warehouse Mgr.</b>				Date <b>8/11/XX</b>	

**COMPLETE 14-18 AND EXPLAIN ACTION TAKEN**

14. I certify that, to the best of my knowledge, the above is true and correct.		
Negligence apparent: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, has disciplinary action been taken?		
Explain precautions taken to safeguard State property. <b>Warehouse staff told to not stack things precariously and forklift drivers to be more careful.</b>		
Signature of Immediate Supervisor <b>David Pflugrad</b>		Date <b>8/11/XX</b>
15. I <input checked="" type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings and action taken. RECOMMENDATIONS: <b>Only those already given.</b>		
Signature of Division Director <b>Hilda Hooper</b>		Date <b>8/12/XX</b>

**REPORT OF REVIEW**

16. The above findings <input type="checkbox"/> are <input type="checkbox"/> are not consistent with State and Department policies. RECOMMENDATIONS:		
Item <input type="checkbox"/> will <input type="checkbox"/> will not remain in service (for damaged items only).		
Signature of Department Property Officer		Date
17. I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings and/or authorize that action be taken as recommended. RECOMMENDATIONS:		
Signature of Commissioner or Designee		Date
18. I <input type="checkbox"/> concur <input type="checkbox"/> do not concur with the above findings; item <input type="checkbox"/> will <input type="checkbox"/> will not be dropped from inventory. RECOMMENDATIONS:		
Signature of State Property Manager		Date

02-627 (12/92)

**STATE PROPERTY MANAGER**

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